



Coffee Break Series:

HOW TO HANDLE A COVID-19 DIAGNOSIS IN THE WORKPLACE

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TODAY'S SPEAKER

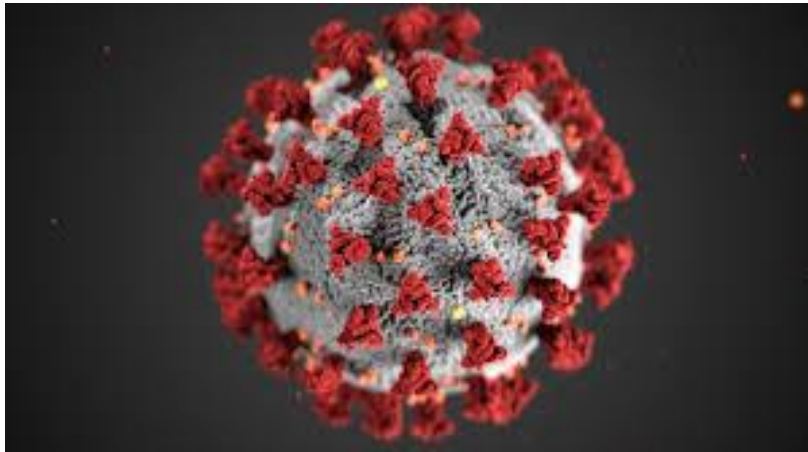


Megan Reuther

Attorney

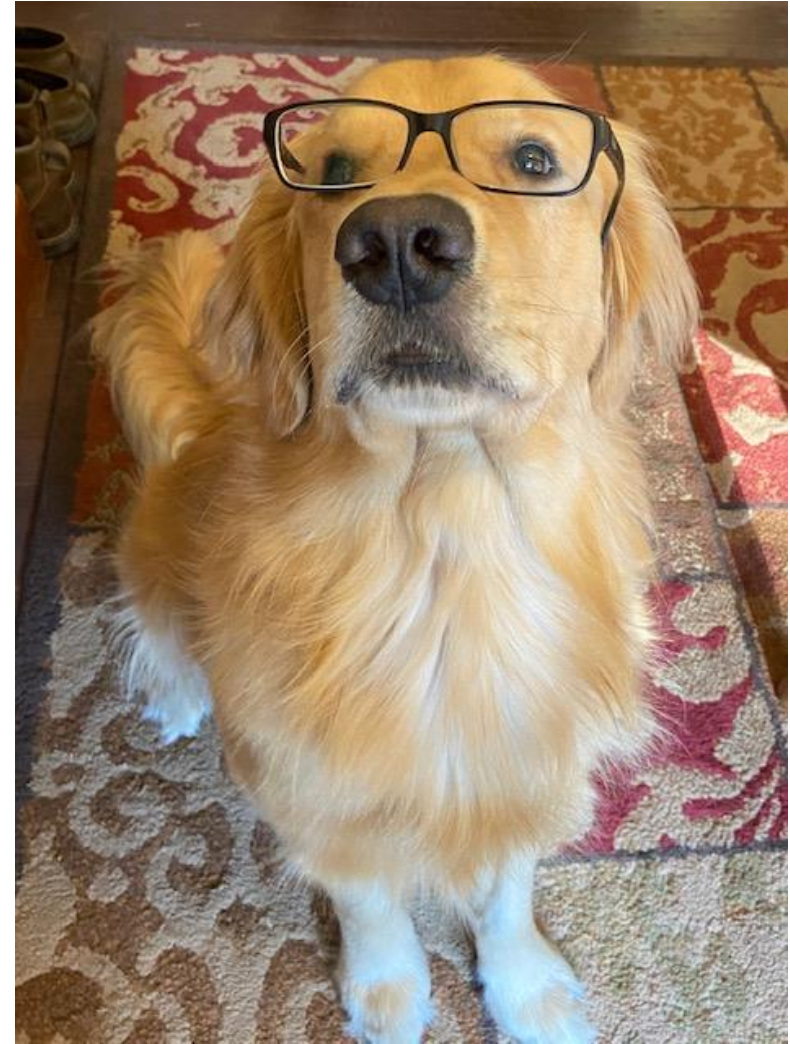
megan.reuther@tonkon.com

INTRODUCTION



BE PREPARED

- Have policies and procedures in place. For example:
 - Separating impacted employee
 - Cleaning procedures
 - Contact tracing
 - Confidentiality
- Provide training as needed
- Communicate expectations to employees



STEP ONE: SEPARATE IMPACTED EMPLOYEES FROM WORKFORCE AND WORKSPACE

- Follow CDC guidance, including for isolation and return to work
- Enforce policies and procedures equally and consistently
- Determine benefits eligibility
- Maintain open channels of communication with impacted employees



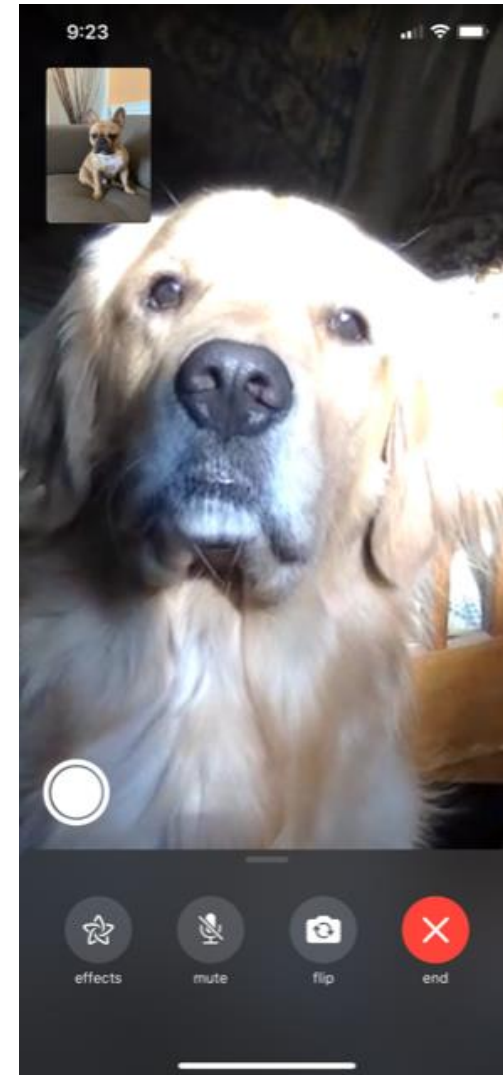
STEP TWO: CONTACT TRACING

- Move quickly!
- Investigate potential exposure: prolonged “close contact” or direct contact with “infectious secretions”
- Maintain confidentiality!



STEP THREE: COMMUNICATION

- OSHA General Duties Clause
- Alert potential third parties, if necessary
- Consider using a form notice
- Remember to protect confidentiality!



STEP FOUR: CLEANING/DISINFECTING

- Close off affected areas immediately
- Follow CDC recommendations for cleaning and sanitizing
- Pay special attention to common and high-touch areas
- Train on use of any high-potency or potentially hazardous materials



STEP FIVE: RECORD KEEPING



- Comply with any OSHA recordkeeping requirements.
- To ensure compliance, you should document your efforts to determine if the positive COVID-19 case was work-related.
- Keep apprised of OSHA's, and other state and federal agencies', guidance on record keeping.

POTENTIAL PITFALLS

- Stay up to date on guidance
- Foster open lines of communication
- Enforce prevention policies/procedures
 - Social distancing
 - Routine cleaning/disinfecting
 - Staggered shifts/teleworking
- Document, document, document!

